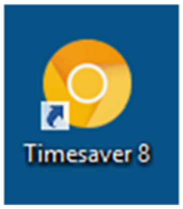
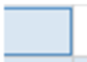
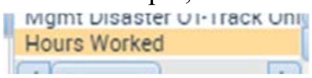
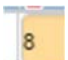
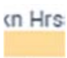
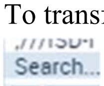
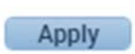
TimeSaver Training - Employee - Project View Timecard

Step	Action
1.	To begin, open TimeSaver from the icon on your desktop. 
2.	Enter your **employee ID** and your **password**. Hit enter or the right **arrow key** to log on.
3.	**The new version TimeSaver 8.0 looks different than the older version, but much of the functionality is the same.** **There are two "Views" for timecards. An Hourly View timecard and a Project View timecard.** **These instructions are for those employees that have a Project Timecard represented by a horizontal schedule.**
4.	To **Maximize** the view, click the **Window** icon in the upper right corner on the title bar. Click again to **Minimize** the window. 
5.	The **Related Items** pane to the right of the timecard contains less commonly used widgets such as **My Audits, My Calendar, My Repor**ts, and **Change My Password**. This pane can be **Minimized** and **Maximized** by clicking on the arrow. 
6.	The system defaults to **Current Pay Period**. To find another pay period, in the upper right corner of the workspace, select the **down arrow** and choose from the list. 
7.	To find a **range of dates**, click the **Calendar** icon. Enter **Start Date** and **End Date**, or use the calendar icons.

Step	Action
8.	Let's enter time for the day. To enter hours worked, click the **<Enter Pay Code>** field. 
9.	Click the down arrow and select the appropriate pay code from the list. In this example, we select **Hours Worked**. 
10.	Enter hours. 
11.	To find another pay code, click the down arrow again, and select from the list. In this example, we select **Vacation Taken Hours.** 
12.	Add the vacation hours. Then adjust the **Hours Worked** amount to achieve the correct daily total. 
13.	Click the **Save** icon. 
14.	To enter a **Labor Account**, click the **down arrow** and select from the list. The system remembers the last ten (10) entries. To transfer hours to a different **Labor Account,** click **Search**. 
15.	Enter **Labor Account** details as defined by your department. Then click **Apply**. 

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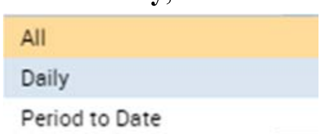
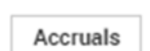
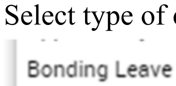
16.	Select the **Work Rule** from the drop down list. Click **Apply**. Available pay codes and work rules vary depending on the department, bargaining unit, and job class. Some employees do not have Work Rules.
17.	Remember to save your work by clicking the **Save** icon. 
18.	Now let's look at **Totals** and **Accruals**. At the bottom of the screen, click on the **down arrow** to show more content. You can adjust the screen by grabbing the cursor and sliding the bar up or down.
19.	To see **Totals**, click on the **Totals** tab. The system defaults to **All.** To find **Daily**, or **Period to Date** totals, select from left filter box. 
20.	To see accruals balances, click the **Accruals** tab. **To see accurate accruals balances, best practice suggests clicking in the timecard on the last day of the pay period.** 
21.	To add a **Comment**, right click in cell. Hours must already be entered to add a comment.
22.	Click the **Comments** icon in the pop up window. 
23.	Select type of **comment** from the drop down list. 

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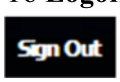
24.	If the type of comment is an **Additional Comment**, type a clarifying note in **Add a Note** field. When complete click **Add**, then **OK**.
25.	Click the **Save** icon to save the comment. 
26.	To see the comment, hover your cursor over the comment bubble. 
27.	Prior to approving your timecard, ensure that your **daily, weekly,** and **pay period hours** are as expected. Also check **overtime, leave** hours, and l**abor codes** are accurate.
28.	To Approve your timecard, click the **Approve Timecard** icon. Then click **Approve Timecard**. You may also remove a timecard approval here. 
29.	Read **Approval Statement**. Click **Approve**. 
30.	To **Logoff,** click **Sign Out**. 
31.	Please be alerted that using the browser arrows will erroneously log you off TimeSaver. It is recommended that you exit TimeSaver by clicking **Sign Out.** 
32.	This concludes the employee training for a project view timecard. **End of Procedure.**